

Harvard Referencing involves four key elements:

- Paraphrasing
- Quoting
- Citations
- Bibliographies or Reference Lists

Harvard referencing is a citation style where the in text citations contain a minimal amount of information about the source (mostly author's surname, Year of publication and sometimes page number).

Citations

With each quotation or paraphrase that appears in your assignments there must be some acknowledgement of where that information comes from. In academic writing we call this acknowledgement a citation. For the Harvard referencing style we use an in-text citation i.e. the citation appears within the sentences and paragraphs of your assignment. The in text citation is surrounded by parenthesis i.e. rounded brackets (). This can be embedded within a sentence or placed at the end of a sentence. The full details about the source are then placed at the end of document in a bibliography or cited works/reference list. Each entry is normally listed in alphabetical order.

Paraphrasing

When you include the arguments, ideas, or theories of anyone other than yourself in your assignment but put them into your own words, this is called paraphrasing. Any type of paraphrasing will need to acknowledge the source you originally obtained the information from.

Quoting

When you include the words of someone else's work in your essay you are quoting. You must indicate that the words you are using are not your own. To do this you will use speech marks or single inverted commas around the words you are quoting.

Bibliographies or Reference List

A bibliography is a list of all of the sources you have looked at to help you compile the essay. This can include sources you have read but not actually quoted from or paraphrased in your work. Please note that some tutors prefer you to produce a reference list. A reference list is a list of all of the sources you have directly quoted or paraphrased in your work only. **If you are unsure which type of list your tutor is expecting ask them before you begin writing your essay.**

Plagiarism

Plagiarism is presenting another person's work as your own. When you include the arguments, ideas, or theories of someone else, or use the words they have used and present them as your own argument, then this is plagiarism. Plagiarism in written work can occur intentionally (e.g. you copy a section from a book without referencing it) or unintentionally (e.g. you paraphrase another person's work or ideas but fail to acknowledge them as the source).

Refworks

RefWorks is a web-based tool accessible anywhere with your University username and password. You can access your information online from any computer, anywhere, any time. More information can be found here: <http://www.roehampton.ac.uk/RefWorks.aspx>

Harvard Referencing Quick Guide

Source Type	In text citation example	Bibliography example
Book	<p>Quotation: (Surname of author, Year: p.no.) Example: (Chazan & Laing, 1982:13)</p> <p>Paraphrase: (Surname of author, Year) Example: (Chazan & Laing, 1982)</p>	<p>Surname, Initial.,(Year), <i>Title of the Book in Italics</i>, Place of Publication: Publisher</p> <p>Example: Chazan, M. & A. F. Laing, (1982) <i>Children with Special Needs</i>, Milton Keynes: Open University Press</p>
Chapter in an Edited Book	<p>Quotation: (Surname of author of chapter, Year: p.no.) Example: (Avaan, 1989:13)</p> <p>Paraphrase: (Surname of author of article, Year) Example: (Avaan, 1989)</p>	<p>Surname, Initial., (Year) 'Title of Chapter in Inverted Commas', in Surname of editor, Initial., (ed.) <i>Title of Book in Italics</i>, Place of Publication: Publisher</p> <p>Example: Avaan, P., (1989) 'The Role of the Library', in Atkinson, D., (ed.) <i>The Children's Bookroom: Reading and the Use of Books</i>, Stoke-on-Trent: Trentham Books</p>
Secondary Referencing	<p>Quotation: (Surname of original author, cited in Surname of author, Year: p.no.) Example: (Lennon, 1971, cited in Sullivan, 1995:72)</p> <p>Paraphrase: (Surname of original author, cited in Surname of author, Year) Example: (Lennon, 1971, cited in Sullivan, 1995)</p>	<p>Surname, Initial.,(Year), <i>Title of the Book in Italics</i>, Place of Publication: Publisher</p> <p>Example: Sullivan, H. W., (1995) <i>The Beatles with Lacan: Rock & Roll as Requiem for the Modern Age</i>, New York: Peter Lang</p> <p>HINT: In your bibliography you should only cite the book that you have actually read, according to the rules for that type of source.</p>
Journal Article	<p>Quotation: (Surname of author of article, Year: p.no.) Example: (Frostag & Pijl, 2007:13)</p> <p>Paraphrase: (Surname of author of article, Year) Example: (Frostag & Pijl, 2007)</p>	<p>Surname, Initial., (Year), 'Title of the Article in inverted commas', in <i>Title of Journal in Italics</i>, Volume, (Part no), Page numbers of article</p> <p>Example: Frostag, P. & S. J. Pijl, (2007) 'Does being friendly help in making friends? The relationship between social position and social skills of pupils with special needs in mainstream education', <i>European Journal of Special Needs Education</i>, 20 (1) 15 - 30</p>
Website	<p>Quotation: (Surname of author of website OR Corporate author, Year: p.no.) Example: (NSPCC, 2009:13)</p> <p>Paraphrase: (Surname of author of article, Year) Example: (NSPCC, 2009)</p> <p>HINT: Corporate author is the organisation that has created the source HINT: most websites will not have page numbers unless pdfs</p>	<p>Surname, Initial., OR Corporate author, (Year site created/upYear) <i>Title of Webpage in Italics</i>, Available at: full web address, (accessed: dd/mm/yy)</p> <p>Example: NSPCC, (2009) <i>NSPCC response to 21st Century Schools: A World Class Education for Every Child</i>, Available at: http://www.nspcc.org.uk/Inform/policyandpublicaffairs/Consultations/2009/21stCenturySchools_wdf64379.pdf, (accessed: 15/06/09)</p>
Audio/Visual Source	<p>Quotation: (Title of A/V Source, Year) Example: (Dirty Harry, 1971)</p> <p>Paraphrase: (Title of A/V Source, Year) Example: (Dirty Harry, 1971)</p>	<p>Title of A/V Source, (Year) Directed by Director's Surname, Director's Initial., [Film] Place of Production: Distributor</p> <p>Example: <i>Dirty Harry</i> (1971) Directed by Siegel, D., [Film] London: BFI</p>

Remember: This handout is a guide only. For full details of how to reference an extensive range of sources, as well as further advice and guidance on referencing, please visit the University of Roehampton Harvard Referencing Guide. Some tutors will have different expectations for referencing or bibliographies and you must follow these exactly.